

## Commercial Registration Checklist

# IMPORTANT:

**Without all of the required documents below, we will not be able to process your transaction.**

**Acceptable Proof of Residency and Established Place of Business:** Utility or Phone Bill Less Than 30 Days Old, Mortgage Statement, Occupational License, Business License, County Property Tax Assessment, Certificate of Incorporation, Voter Registration Card With Matching Drivers License

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|---|---|
| <b>1. IRP New Account</b>                                     | <b>11. IRP Weight Change</b>            |
| <b>2. IRP Renewal</b>   | <b>12. IRP Make a Payment</b>           |
| <b>3. IRP Adding/Deleting/Transferring Vehicles or Fleets</b> | <b>13. IFTA New Account or Renewal</b>  |
| <b>4. IRP Changing Carrier</b>                                | <b>14. IFTA Order Decals</b>            |
| <b>5. IRP Authority Change</b>                                | <b>15. IFTA Quarterly Reports</b>       |
| <b>6. IRP Adding/Deleting States</b>                          | <b>16. IFTA Make a Payment</b>          |
| <b>7. IRP Residence or Business Address Change</b>            | <b>17. UCR New Account and Renewal</b>  |
| <b>8. IRP Name Change</b>                                     | <b>18. GIMC New Account and Renewal</b> |
| <b>9. IRP New Fleet</b>                                       | <b>19. GA DOT # Applicant</b>           |
| <b>10. IRP Transfer Tag</b>                                   |   |

### 1. International Registration Plan (IRP) New Account Required Documents:

	Georgia Title must be applied for <b>or</b> Valid, Notarized Equipment Lease if leased, <b>or</b> if Out-of-State title, T-17 Form must be completed <b>and</b> current Out of State Title in hand
	T-138 (Schedule A)
	T-139 (Schedule B)
	T-238 (Estimated Mileage Chart)
	T-239 (Schedule G)
	If weight is more than 54,999 lbs, current Form 2290
	Proof of Residence (See Above for Acceptable)
	MCIR (Application for US DOT)
	Proof of Established Place of Business (See Above for Acceptable)
	Valid Liability Insurance
	MCS 150 (From Carrier)
	Employment Lease/ Contract if not under own authority
	Copy of Drivers License

## 2. International Registration Plan (IRP) **Renewal** Required Documents:

	Georgia Title must be applied for <b>or</b> Valid, Notarized Equipment Lease if leased, <b>or</b> if Out-of-State title, T-17 Form must be completed <b>and</b> current Out of State Title in hand
	IRP Renewal Form <b>or</b> Schedules A and B
	If weight is more than 54,999 lbs, current Form 2290
	Employment Lease/ Contract if not under own authority
	Valid Liability Insurance
	MCS 150 (From Carrier)
	Copy of Drivers License

## 3. International Registration Plan (IRP) **Adding/Deleting/Transferring Vehicles or Fleets** Required Documents:

	Georgia Title must be applied for <b>or</b> Valid, Notarized Equipment Lease if leased, <b>or</b> if Out-of-State title, T-17 Form must be completed <b>and</b> current Out of State Title in hand
	T-140 (Schedule C) Listing Vehicles/Fleet to be Added, Deleted or Transferred
	MC-150
	Employment Lease/ Contract if not under own authority
	If weight is more than 54,999 lbs, current Form 2290
	For Adding and Transferring <b>ONLY</b> : Valid Liability Insurance (Not Needed if Deleting)
	Copy of Drivers License

## 4. International Registration Plan (IRP) **Changing Carrier** Required Documents:

	Schedule A
	MCS 150 (From Carrier)
	Valid Liability Insurance
	Employment Lease/ Contract
	Copy of Drivers License

## 5. International Registration Plan (IRP) **Authority Change** Required Documents:

	Schedule A
	MCS 150 (From Registrant)
	Valid Liability Insurance
	Copy of Drivers License

<b>6. International Registration Plan (IRP) Adding/Deleting States Required Documents:</b>	
	<b>Adding:</b> Schedule A and B (only states being added should be listed) or <b>Deleting:</b> Schedule B
	Copy of Drivers License
<b>7. International Registration Plan (IRP) Residence or Business Address Change Required Documents:</b>	
	Schedule A
	Proof of Residency or Proof of Established Place of Business
	Copy of Drivers License
<b>8. International Registration Plan (IRP) Name Change Required Documents:</b>	
	Schedule A
	Proof of Business Affiliation i.e. Secretary of State papers
	Proof of Residence (Utility Bill)
	Copy of Drivers License
<b>9. International Registration Plan (IRP) New Fleet Required Documents:</b>	
	Schedules A, B, <b>and</b> C
	MCS 150
	Valid Liability Insurance
	Equipment Lease (When Adding New Vehicle)
	Employment Lease/Contract (When Adding New Vehicle)
	If weight is more than 54,999 lbs, current Form 2290
	Copy of Drivers License
<b>10. International Registration Plan (IRP) Transfer Tag Required Documents:</b>	
	Schedule C
	MCS-150
	Valid Liability Insurance
	Equipment Lease if Applicable
	Copy of Drivers License
<b>11. International Registration Plan (IRP) Weight Change Required Documents:</b>	
	Schedule A
	If weight is more than 54,999 lbs, current Form 2290
	Copy of Drivers License

<b>12. International Registration Plan (IRP) Make a Payment Required Documents:</b>	
	Invoice
	Copy of Drivers License
<b>13. International Fuel Tax Agreement (IFTA) New Account and Renewal Required Documents:</b>	
	CRF-IFTA
	Copy of Drivers License
<b>14. International Fuel Tax Agreement (IFTA) Order Decals Required Documents:</b>	
	IFTA Re-Order Form
	Copy of Drivers License
<b>15. International Fuel Tax Agreement (IFTA) Quarterly Reports:</b>	
	Can Only Be Completed Online
<b>16. International Fuel Tax Agreement (IFTA) Make a Payment Required Documents:</b>	
	Quarterly Report – Can Be Printed From Computer in Lobby
<b>17. Unified Carrier Registration (UCR) New Accounts and Renewals Required Documents:</b>	
	MV-IUCR
	Georgia Drivers License or Georgia ID—You must have an original valid Georgia driver’s license or Georgia ID.
<b>18. Georgia Intrastate Motor Carrier (GIMC) New Account and Renewals Required Documents:</b>	
	Form GIMC
<b>19. Georgia Department of Transportation (DOT) DOT Number Applicant Required Documents:</b>	
	MCS-150 GA